



**IN THE DISTRICT COURT OF THE VIRGIN ISLANDS  
DIVISION OF  
ST. THOMAS/ST.JOHN AND ST. CROIX**

**ELECTRONIC CASE FILING ON-SITE TRAINING  
FOR ATTORNEYS AND STAFF**

**ON SITE TRAINING- BE PREPARED PRIOR TO COMMENCEMENT OF  
CM/ECF (CIVIL) ON JUNE 18, 2007.**

The hour and a half sessions will provide attorneys and their staff with the training necessary to file documents via the Internet, to retrieve and save electronically filed documents, and to convert documents to Portable Document Format (PDF). The sessions will also include an overview of related rules and procedures, such as electronic signatures, which documents should continue to be filed in paper, how to electronically file exhibits to documents and what to do when your system or the court system fails.

Participants may benefit from having completed the tutorial and computer based training modules on our court's website prior to attending a training session. The following is a list of On-Site training sessions scheduled for each division:

<b>Division</b>	<b>Date</b>	<b>Time</b>
<b>St. Thomas</b>	<b>Tuesday, June 12, 2007</b>	<b>10:30 AM – 12:00 Noon</b>
	<b>Tuesday, June 12, 2007</b>	<b>3:00 PM – 4:30 PM</b>
<b>St. Croix</b>	<b>Wednesday, June 13, 2007</b>	<b>10:30 AM – 12:00 Noon</b>
	<b>Wednesday, June 13, 2007</b>	<b>3:00 PM – 4:30 PM</b>
<b>St. Thomas</b>	<b>Thursday, June 14, 2007</b>	<b>10:30 AM – 12:00 Noon</b>

To register please contact:

**St. Thomas Division**

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**St. Croix Division**

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